

Minutes of the Board of Water Commissioners' Meeting

Monday, March 17, 2014

Present: Commissioners G. Van De Kreeke, R. Haen, M. Heinz, and J. Trueblood, Superintendent.

The meeting was called to order by G. Van De Kreeke, President, at 4:01 P.M. All present recited the Pledge of Allegiance.

Minutes of Previous Meeting

Motion by Commissioner Haen, seconded by Commissioner Heinz, that the minutes of the February 10, 2014 meeting be approved as presented. Motion passed unanimously.

Financial Reports

The financial reports for January and February were reviewed. Commissioner Van De Kreeke made a motion, seconded by Commissioner Haen, to accept the financials as presented. Motion passed unanimously.

Superintendent's Report

Operations' Department Report

Superintendent reported that February pumpage increased 32% from last year. This increase reflected at least one undiscovered water main break. Superintendent then reviewed the summary of operations work for the month. Multiple icing events occurred. The Commissioners accepted the report as presented and commended the operations department for working through the intake icing events.

Construction Maintenance Department Report

Superintendent reviewed recent maintenance work completed by the crew. 20 water main breaks occurred during the month: this exceeds typical values for an entire year. In addition, the crew attempted to thaw 83 frozen water laterals. The Commissioners issued a special thank you to Utility staff for outstanding service during this unusual winter. The Commissioners accepted the report as presented.

Old Business

Old Business Presented By Commissioners

None

Other Old Business

Discuss charges for thawing private water laterals

Superintendent reviewed PSC code elements related to thawing private water laterals. If a private water lateral had frozen in 1977, the Utility did not include that as a first thaw, but otherwise the first thaw was at no cost. Subsequent thaws were at \$100 during normal hours and \$150 after hours. If there was clear information that road grade changes or other water utility work had made a private water lateral vulnerable to freezing, then there were no thawing charges as per code. In some cases, multiple freezes occurred on the same water lateral and Utility staff mobilized multiple times. Superintendent pointed out that there is a need to charge for thawing because otherwise there is no monetary incentive to run the water and avoid freezing. The PSC does not allow Utilities to credit for running water unless it is to prevent the public water mains from freezing.

New Business

Business to be presented by Commissioners

Other New Business

Discuss and ask Board approval to purchase steam and hot water pressure washer system

Superintendent presented information on a hot water pressure washer system available through Northern Tool and Equipment. The units provides a hot water/steam spray up to 250F at 4 GPM and 3,000 psi. The C-M crew identified this equipment as useful in thawing frozen fire hydrants and valves, along with water mains, and larger laterals. It could also be used to probe in the ground for other utility lines. Commissioner Van De Kreeke made a motion, seconded by Commissioner Heinz, to approve purchase of the unit at \$3,699 along with necessary accessories of a hose reel, 24-ft wand, rotating turbo nozzle, and high pressure drain cleaning kit at an additional cost of \$598.97. Motion passed unanimously.

Inform Board of PSC Certificate of Authority on UV disinfection system

Superintendent presented a Certificate from the Wisconsin Public Service Commission dated March 4, 2014 authorizing the Utility to construct a UV disinfection system at an estimated cost of \$5.1M.

Discuss amendment to engagement letter with Foley & Lardner on Safe Drinking Water loan

Superintendent presented an amendment advising that Foley & Lardner also serves as bond counsel for the State of Wisconsin on many of the State's obligations, including obligations that are issued to fund the clean water fund loans and safe drinking water loans.

Discuss and ask Board approval to produce 2014 Annual Report

Superintendent presented a proposal from Swann Art, Ad, and Design for production of the mandatory 2014 consumer confidence report at a total cost of \$1,755. Commissioner Haen made a motion, seconded by Commissioner Van De Kreeke, to accept the proposal. Motion passed unanimously.

Discuss new PSC rules or Info

None under discussion.

Inform Board of Declaration of Official Intent issued by City of Sheboygan related to construction of a UV disinfection system

Superintendent presented the document for the Board's information. Bond counsel identified this document as sufficient for purposes of reimbursement.

Discuss letter from J. Hatfield as regards a water bill

Superintendent presented a letter from Ms. Hatfield regarding a large water consumption. Superintendent was advised to handle the matter in accord with administrative policies.

Discuss R.O. No. 255-13-14 referred by the Finance Committee

Superintendent presented a communication from State Farm claims on behalf of their insured Murray and Penny Patz in reference to an alleged loss. Commissioner Haen made a motion, seconded by Commissioner Heinz, to refer the claim to the Utility's insurance provider for review. Motion passed unanimously.

Discuss R.O. No. 254-13-14 referred by the Finance Committee

Superintendent presented a Notice of Damage or Injury submitted by Meadow View Manor in regards alleged losses due to sanitary sewer backup at their facility. Commissioner Haen made a motion, seconded by Commissioner Van De Kreeke, to refer the claim to the Utility's insurance provider for review. Motion passed unanimously.

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Update Board on status of Safe Drinking Water Loan application

Superintendent informed Board of the preliminary ratings for projects released by WDNR. Due to a lower rating than anticipated, Superintendent submitted some additional materials. WDNR expects to have the final scoring and list finished by March 30.

Discuss and ask Board approval to engage bond counsel for completion of Safe Drinking Water loan requirements

Superintendent presented a proposal from Quarles & Brady for \$10,000 and from Foley & Lardner for \$6,500 to serve as bond counsel on the proposed \$5M loan. Commissioner Van De Kreeke made a motion, seconded by Commissioner Haen, to accept the proposal from Foley. Motion passed unanimously.

Correspondence

None.

Approve Vouchers

Motion by Commissioner Van De Kreeke, seconded by Commissioner Haen, that gross payroll for February of \$144,019.91 and general vouchers for February of \$333,258.97 be allowed and approved. Motion passed unanimously.

Personnel

None

Other Matters

Next Board Meeting

The next meeting is tentatively scheduled for Monday, April 28, 2014.

With no further business, the meeting adjourned at 4:48PM on a motion by Commissioner Haen, seconded by Commissioner Heinz. Motion carried unanimously.

Minutes taken by:
Superintendent
Joe R. Trueblood

Raymond W. Haen, Secretary